

## Test Proctoring Policy

(for educational institutions)

The Grapevine Public Library Reference Department offers test proctoring service during library hours. No one individual is responsible for test proctoring. That duty is shared across the entire reference staff, all of whom are professional librarians. Whoever is staffing the reference desk at any time a student arrives for proctoring will assume the role of proctor for that particular test.

Proctors cannot sit with the student while the test is being taken. Proctors will assure that there is a quiet place for the student. This will be a private study room if one is available. Many schools require that a named individual must be the sole proctor for a student and that the individual remain with the student during the entire time. Due to staffing limitations this is not possible at Grapevine Public. If this is disagreeable to the educational institution or the student then this library would not be the appropriate proctoring entity.

Please send all correspondences to any of the following:

[reference@grapevinetexas.gov](mailto:reference@grapevinetexas.gov)

817-410-3404

Reference/Proctoring  
Grapevine Public Library  
1201 Municipal Way  
Grapevine, Texas 76051